



Lexicon

Newsletter for Adult Education Staff Development

1998-1999 Programs of Excellence

WHAT'S INSIDE

Programs of Excellence Awards.....	1
Online Resources.....	2
Leadership.....	2
California Regional Resource Centers.....	3
Online Training.....	4
A Fond Goodbye and Good Luck.....	4

CONFERENCES

ACSA-Anaheim, CA
September 29-October 1

AAACE-El Paso, TX
October 14-17

California Literacy Conf.-Costa Mesa, CA
October 14-16

CCAЕ, South Coast
Palm Springs, CA
November 12

NEW NAME, NEW LOOK, NEW FOCUS

SDI has changed the name, look, and focus of their newsletter. In an effort to bring the most current information on staff development, each publication will focus on issues and innovations to enhance the knowledge and effectiveness of adult educators throughout the state.

Four new agencies have been recognized as *Programs of Excellence* for 1998-1999 at the 1999 ACSA Conference in Anaheim by Joan Polster, Administrator of the Adult Education Office of the Department of Education.

Alhambra Adult Education, Parent Education Program

Baldwin Park Adult and Community Education, Older Adult Program

East Side Adult Education, English as a Second Language Program

San Bernardino Adult School, English as a Second Language Program

Five agencies have been recognized as continuing *Programs of Excellence* for a second term of service.

Baldwin Park Adult and Community Education, English as a Second Language Program

Baldwin Park Adult and Community Education, Vocational Education Program

Hayward Adult School, Older Adult Program

Napa Valley Adult School, English as a Second Language Program

South Bay Adult School, Parent Education Program

All of these agencies have demonstrated a level of performance that exceeds

quality benchmarks and model techniques in program organization and delivery of instruction. We congratulate all of these programs and their staffs.

Program of Excellence Application Changes

A focus group composed of practitioners who have been involved with *Program of Excellence*, either as recipients or as applicants, met last Spring to discuss methods of making the application and recognition process an even more positive and meaningful one. Two of their recommendations have been immediately implemented:

The *Program of Excellence* will now be a biannual process for new applicants.

The status of recognition for a *Program of Excellence* recipient will now be for three years.

The next application opportunity will be in the fall of 2000, with the application due in January, 2001.

Program of Excellence Document Online

The application for *Program of Excellence* is now online, on the Staff Development Institute website, www.sdi.ca.gov

This document can be used in preparation for the upcoming review process as well as a self review for existing programs at your school or site.

ONLINE RESOURCES FOR ADULT EDUCATORS

Here are a few online resources to assist adult educators:

American Libraries Online:

This site is an informative look at the issues facing the libraries in our country. It is filled with pertinent information as well as numerous resources for children and adults.

www.ala.org/online/

AskERIC: Educational Resources Information Center- "personalized Internet-based service providing education information to teachers, librarians, counselors, administrators, parents, and others throughout the United States and the world. It began in 1992 as a project of the ERIC Clearinghouse on Information & Technology at Syracuse University. Today, it encompasses the resources of the entire ERIC system and beyond. So AskERIC!" <http://ericir.sunsite.syr.edu/>

United States Department of Education: This website provides current information about programs, policies and practices at the Department. www.ed.gov/offices/OVAE/adusite.html/

The above sites do not necessarily represent the views of SDI.

1999-2000 LEADERSHIP ACADEMY CLASS IDENTIFIED

SDI welcomes the following new Adult Education Leadership Academy Class of 1999-2000:

Anita Altounian, Downey Adult School

Rich Amlin, Sunnyvale/Cupertino Adult and Continuing Education

Paige Ashley, San Juan Unified School District

Michael Ashmore, Black Mountain Adult Education

Clif de Cordoba, Los Angeles Unified School District

Carole S. Goldsmith, Fresno Unified School District

Vickie Good, Fairfield-Suisun Adult School

Walter J. Gouviea, Tracy Adult School

John Grisafe, Oxnard Adult School

Patricia Mahony, Azusa Adult School

Sonia Nienotka, Fresno Unified School District

Rehara Nusrat, Huntington Beach Adult School

Rose Pederson, Long Beach Unified School District

Delores Penn, Compton Adult School

Gary Pogue, Lindbergh Educational Center

Mary Prather, Sacramento Skills and Business Center

Wendy Ramirez, Los Angeles Unified School District

Sharon Rawls, San Juan Unified School District

Sharon Renfro, Norwalk-La Mirada Adult School

Pamela Rutledge, Desert Sands Unified School District

Jeffrey Schaeffer, Sweetwater Unified High School District

Patricia Thompson, Berkeley Adult School

Carol Tomlinson, Capistrano Unified School District

Jim Trombley, West Contra Costa Adult Education

David Van Lew, Simi Valley Adult School

Noel Van Slyke, Shasta Adult School

Carolyn Vang-Walker, Ventura Adult and Continuing Education

Carol Waxman, Petaluma Adult School

Rachelle Wilson, Hacienda-La Puente Unified School District.

The Leadership Academy, presented through the Staff Development Institute, focuses on developing skills that assist adult educators with excellent potential for senior leadership positions within their agencies. The principal criteria for selection to the program include:

A current adult educator with administrative/supervisory responsibilities;

Possession of a California Administration or Supervisory Credential or enrollment in a credentialing program;

Evidence of leadership skills and strong potential for promotion to a senior leadership position in adult education;

Membership and participation in adult education professional associations and their activities;

Willingness to commit one year to further his or her professional development in adult education;

Agreeing to work with an assigned coach;

Willingness to visit sites having Programs of Excellence.

THE ADULT EDUCATION ACADEMY 1999-2000 Management and Leadership Training Catalog is available NOW! Call 800-488-1788.

CALIFORNIA REGIONAL RESOURCE CENTERS News



CRRC Hidden Treasures

The California Regional Resource Centers have a wealth of information and resources that can be accessed by visiting the centers. Here are a few of the "hidden treasures" at the centers:

Baldwin Park: The Baldwin Park Regional Resource Center has an extensive collection of board games designed for the ESL classroom. Our staff has made laminated class sets of thirty games and there are enough sets for five teachers to use at one time. Some games include: bingo, concentration, conversation, and tick-tack-toe. The themes cover foods, clothing, occupations, personal info, and holidays. Some are reproducibles from textbooks and some are original ideas created by our teachers. They are kept in a categorized file in sturdy plastic folders for protection and are available for one-week check out period. ESL teachers use them in their lessons to enable the students to practice what they have learned. We encourage our regional members to come and take a look at these games that are not only challenging but fun too!

Los Angeles: The LARRC has a new strawberry iMac computer available to teachers for hands-on practice. Call to schedule an appointment at 213-483-5256. Anybody interested in the "Magnetic Way" can check it out here and give it a try. This is a

great visual aid. We also have a full CASAS matrix for all who will be working on those important point gains! We have two complete cabinets of life skills materials ready and waiting.

San Jose: The Metropolitan Adult Education Program (MAEP) Regional Resource Center has four new offerings:

1. READ ALOUD NOW-this adult literacy video is an excellent tool to show the importance and the way of reading to children beginning with infants. It is appropriate for low literacy audiences and is 13 minutes long.
2. ENTER HERE- this is a set of 100 videos that introduce different careers at the entry level and show how a person can progress to higher levels in that career. It is good for all levels and are 10 minutes each.
3. TEACHING ADULTS:AN ESL RESOURCE BOOK-This is truly a wonderful acquisition on adult learning styles, cross-cultural issues, as well as very practical teaching techniques and activities.
4. OXFORD PICTURE DICTIONARY WITH BEGINNING AND INTERMEDIATE WORKBOOKS-This is an excellent resource to use alone or to complement other core materials.

Merced: Merced Regional Resource Center has an inventory of over 3,000 resources in print, audio, and video for ESL, ABE, GED levels. Materials have been catalogued and cross-referenced by competency and level. You may check out any of these materials for a 3 week period. There is no charge for this service, other than mailing cost for returning postage. If you would like to receive a catalog, please call the Resource Center at (209) 385-6545.

(continued page 4)

CALIFORNIA REGIONAL RESOURCE CENTERS

<http://www.sdi.ca.gov/crrc>

Baldwin Park Adult and Community Education
13307 Francisquito
Baldwin Park, CA 91706
Contact: Margie Parulan
mparulan@bpace.k12.ca.us
(626)939-4281/FAX(626)939-4569

Los Angeles Mid-City ABE Ctr
1520 Cambria St.
Los Angeles, CA 90017
Contact: Judy Griffin
griff01@lausd.k12.ca.us
(213)483-5256/FAX(213)413-1356

Merced Adult School
50 East 20th Street
Mail: P.O. Box 3707
Merced, CA 95344-3707
Contact: Tina Fredette
tfredette@muhsd.k12.ca.us
(209)385-6545/FAX(209)385-6430

Metropolitan Adult Education Program
760 Hillsdale Avenue, Room 1
San Jose, CA 95136
Contact: Nancy Arnold
narnold@metroed.net
(408)723-6450/FAX(408)723-6449

Northern California Literacy Resource Center
420 East Laurel #B
Willows, CA 95988
Contact: Susan Domenighini
susandom@sunset.net
(530)934-9656/FAX(530)934-9657

Santa Ana College, School of Continuing Education
2900 W. Edinger
Santa Ana, CA 92704
Contact: Karen Dennis
kdennis@primenet.com
(714)564-5100/FAX(714)434-7920

Sacramento Regional Resource Center/
Sacramento City U.S.D.
331 J St., Suite 180
Sacramento, CA 95814
Contact: Trish Kerns
tkerns@jps.net
(916)557-1150/FAX(916)557-1149

Sweetwater Regional Resource Center
Adult Resource Center
458 Moss Street
Chula Vista, CA 91911-2896
Contact: Alice Hurley
ahurley@sdcoe.k12.ca.
(619)691-5624/FAX (619)691-5447

The Staff Development Institute

CALIFORNIA REGIONAL RESOURCE CENTERS News **CRRC Hidden Treasures (cont.)**

Sacramento: Do you need some staff development videos, but don't have the time to get into the Resource Center to pick them up? Remember we mail out videos and other materials to you with your only expense being the return mailing charge. Check our webpage for a list of the videos or call the Resource Center and we can mail/fax you a list of what's available.

It's a great way to offer some quick assistance to new teachers or enhance the teaching techniques of those who are experienced. There are many areas to choose from, including ESL, Family Literacy, Learning Disabilities--even tutorial on the more popular word processing applications. Help is just a phone call away!

<http://www.sdi.ca.gov/crrc/>

SDI STAFF:

Margaret Kirkpatrick
Director

Valerie Powell
Administrative Assistant

Venice Jenkins
Staff Secretary

Judy Mellor
Office Assistant

LOCATION:

Staff Development Institute
Sacramento County Office
of Education
9738 Lincoln Village Drive
Sacramento, CA 95827
(800) 488-1788 (CA)
(916) 228-2640
FAX 9916) 228-2676
sdi@sac-co.k12.ca.us
<http://www.sdi.ca.gov>

SDI CONTINUES TO DEVELOP ONLINE TRAINING

The Staff Development Institute continues to develop online training for adult education educators who are seeking ways to serve their adult learners and enhance their current administrative skills. This form of professional development is available on the Internet and is designed to be self-directed and self-paced.

Currently, the SDI website is hosting *Introducing Family Literacy to Adult Learners*. This teacher training online is experiencing a resurgence of interest due to the new challenges and requirements of the *Adult Education and Family Literacy Act*.

Software Evaluation is another online training that is currently being designed. This training will lay out a plan on how best to determine an effective method for choosing software in an educational setting. Selection of

appropriate software and various specific components are discussed along with hardware requirements. Additional topics discussed are: problems with checklists, use of reliable assessments, how to purchase the software, avoiding common evaluation problems, and making recommendations.

Fiscal Management for Adult Administrators will be the next challenge for SDI. Designed and developed with the assistance of Paul Belomy, administrative training consultant, this online training will guide new and aspiring administrators through the maze of paperwork and legal requirements necessary to operate an adult school program. This is an opportunity to gain information when time and funding is not available to attend workshops and conferences on this aspect of adult education.

<http://www.sdi.ca.gov>

A FOND GOODBYE AND GOOD LUCK

John Burge, Staff Development Institute's Database Designer/Information Systems Analyst has accepted a promotional position with the Sacramento County Office of Education as the new Training and Technical Support Coordinator of the Instructional Technology and Learning

Resources Department. John came to SDI four years ago with many talents from creative publishing ideas to the most current in technology skills. His endless patience and generosity will be sorely missed by all that had the pleasure to work with him. The best to you John!!

Funded by the California Department of Education Youth, Adult and Alternative Educational Services Division through Federal Grant P.L. 100-297 Section 353. Trainings are conducted under the auspices of the Staff Development Institute and the California Regional Resource Centers.